

Brownfields Study Group

2000

Operating Guidelines and Schedule

Study Group

- Members in the BF Study Group are selected by the DNR Secretary.
- Each BF Study Group meeting will be noticed. No later **than 2 weeks** prior to a subcommittee meeting, the chairs will notify DNR staff and DNR staff will ensure that all BF Study Group members and interested parties are notified of meeting times, locations, and agendas.
- All meetings of the BF Study Group and its subcommittees are open to the public.
- A draft of minutes from each BF Study Group meeting will be distributed to the membership for comments and approval no later than **8 working days** after each meeting. A final draft of the minutes will be distributed to the BF Study Group and put on the Study Group's web page within **2 weeks** of the meeting (web page address: www.dnr.state.wi.us/org/aw/rr/rbrownfields/bsg/index.htm).
- The format for recommendations will include a background narrative, followed by the proposed recommendation, type of recommendation (administrative, statutory, or regulatory) and any resources needed (staff and/or funding).
- The Study Group will review the draft recommendations from the subcommittees, and may include supporting or dissenting comments that will be attached to the final recommendations for inclusion in the Final Report.

Subcommittees

- Each subcommittee will have a chairperson, who is a member of the BF Study Group. Membership can be made up of persons on the larger Study Group and relevant outside parties.
- Each subcommittee meeting will be noticed. No later **than 2 weeks** prior to a subcommittee meeting, the chairs will notify DNR staff and DNR staff will ensure that all BF Study Group members and interested parties are notified of meeting times, locations, and agendas.
- Membership in the subcommittee will be from a wide variety of interests, to ensure a balanced group, and ultimately acceptance of the recommendations of the BF Study Group from the broadest base of support.
- The chairs will provide DNR staff – for distribution – the names and associates of those on the subcommittee.
- Each subcommittee will keep minutes of meetings, and forward a draft of those minutes to DNR staff for distribution to the subcommittee for approval no later than **8 working days** after each meeting. A final draft of the minutes will be distributed to

the BF Study Group and put on the Study Group's web page within **3 weeks** of the meeting (web page address: www.dnr.state.wi.us/org/aw/rr/rbrownfields/bsg/index.htm).

- Each subcommittee will be responsible for identifying options for resolving brownfields issues; a priority for each issue; identifying what type of change is necessary – such as statutory, regulatory, or administrative (e.g. fact sheet or training); and the amount of resources (e.g. staff or money) needed for the state or local entity to implement the brownfields initiative.

Time Line

- The subcommittees will report to the BF Study Group by **July 21** with draft recommendations of their subcommittee's priority issues and potential recommendations for resolution.
- By **September 1**, the subcommittees' final recommendations will be due to the BF Study Group for consolidation into the BF Study Group Final Report.
- By **September 22**, the draft consolidated Report will be circulated to the BF Study Group for review and approval to coincide with the planned Study Group meeting date.
- By **October 31**, the BF Study Group Final Report will be forwarded to the governor and the State Legislature.